



Site Manager

Job Description and Person Specification

October 2026

About BeyondAutism

Our vision

A world where every autistic learner belongs, succeeds and shapes their own future.

Our mission

To ensure every autistic child and young adult accesses the education and support they need to belong, succeed, and lead lives full of opportunity, choice and independence.

Founded by parents in 2000, we provide a continuum of support from Early Years through Post-19, alongside outreach, training, and our pioneering BeyondAutism Fast Responder service. We combine direct education for children with the most complex needs with national training, resources, and policy influence – creating a blueprint for inclusion that can be scaled across the country.

At the heart of our approach is a deep understanding of behaviour – recognising it as communication and as a reflection of environment and need. Too often, scientific principles have been misapplied in ways that prioritise compliance over the individual's voice. We reject any practice that seeks to suppress identity; instead, we celebrate individuality and apply behaviour analysis in a positive, ethical, and person-centred way – supporting choice, independence, and outcomes that enhance quality of life.

Our values

At BeyondAutism we are:

Dedicated to delivering excellence

Developing expertise, outstanding services and positive engagement, always seeking to go above and beyond expectations.

Committed to understanding behaviour

Contributing to research and ensuring our staff continually develop and share best practice that ensure aspirational outcomes are achieved for autistic individuals.

Respectful

Embracing diversity, showing integrity, acting with compassion and always treating people with dignity.

Proud to challenge

Listening, changing thinking, shifting attitudes and educating.

Job overview

The Site Manager is responsible for the leadership of a wide range of operational and organisational duties pivotal to health and safety, compliance, fabric repairs and grounds of the schools.

Roles and responsibilities

Site Manager responsibilities

- To lead, coordinate, communicate and record all matters relating to compliance, health and safety and repairs within the buildings.
- To orchestrate a value for money, effective and fluid service to support the school's overall operation and performance.
- To demonstrate a people and student orientated attitude in accordance with Beyond Autism values at all times.
- Attend all sites within the Beyond Autism portfolio as and when required to do so at the discretion of The Head of Facilities and Senior Management Team.
- To carry out all tasks within your competences internally.
- To exhibit a positive attitude and willingness to training in accordance with the ongoing and growing operational requirements of the schools.
- To demonstrate a positive attitude to change in a developing environment.

Operational tasks

- To start the day opening the building in question and checking through the building for any potential health and safety and maintenance problems, completing any necessary paperwork.
- To ensure the school is securely locked at the end of the day by the Site Manager or the cleaning team, ensuring all windows are closed throughout the building and final locking at end of day, unless there is a later event being held on the premises.
- To liaise with the Senior Site Manager for the Traffic and Travel plan, pupil transport companies, opening and closing gates in the morning and afternoon, ensuring that transport always use the correct gates.
- To cover absences of the Site Management team, supporting with routine tasks at other schools when the team lacks capacity.
- To coordinate any maintenance work with the Site Management team.
- To provide line management to the site cleaners, ensuring that the cleaners are managed effectively, and cleaners are adhering to Health and Safety standards.
- To ensure site manager daily logs are completed within the sites and that site manager job spreadsheet is updated regularly.

Roles and responsibilities

Operational tasks (continued)

- To regularly maintain, clean and tidy the playground: sweep up leaves, debris and sand (at least weekly in autumn). To put away playground toys at the end of each day. Weed and maintain any flower beds. Clear snow and ice, spreading grit as needed.
- To ensure that keys are available for staff to select play equipment for the children and that all keys are signed in and out.
- To coordinate and marshal incoming transport at the start and end of day.
- To carry out service repairs on tablets, phones and other Beyond Autism electrical equipment where competent to do so or to be trained to do so.
- To carry out small maintenance duties on both sites (inside and out) including repairs, painting, plumbing and electrical jobs. To wipe down any smudges or marks on the walls with an e-cloth once a week to prevent build-up of stubborn marks.
- To identify potential problems/repairs on the premises and notify the Head of Facilities/School Administrators /Heads of School.
- To respond to requests made by staff and to undertake tasks in accordance with agreed priorities.
- To assist staff to move large items of furniture around the building.
- To repair and maintain office furniture, play equipment and toys.
- To take meter readings as and when required.

Maintenance and services

- Provide management of the premises and other systems and processes required to support a complex organisation with multiple services.
- Liaise with external contractors to ensure the smooth-running of the organisation, including calling and emailing suppliers for information.
- Liaise with the Heads of School regarding completing necessary purchase orders and invoices, ensuring that suppliers are paid within the agreed terms.
- To liaise with maintenance contractors as needed, in conjunction with the school Administrators.
- To liaise with School Administrators regarding suppliers and deliveries.
- To ensure that the site cleaners maintain cleanliness of mugs, glasses etc, and makes these available at the ground floor tea point. Ensure that site cleaners take any dirty crockery and cutlery to the staff room and place these in the dishwasher. Where a site cleaner isn't available, the Site Manager will ensure that crockery is cleaned.
- To be responsible for the refuse, recycling, collection of bins, ensuring that they are collected by the Council on a weekly basis, including bins in bathrooms.
- To arrange for disposal of large items of rubbish/builders' rubble at the local refuse centre.
- To arrange for the removal of large items which are not easily disposed.

Roles and responsibilities

Health and safety

- To ensure all Health and Safety requirements are met and notify the Heads of School of any Health and Safety concerns.
- To undertake Health and Safety checks, Fire Safety checks (in conjunction with designated Fire Safety Officer) and arrange for any equipment maintenance. To ensure exits are not blocked.
- To undertake Risk Assessments as needed, to maintain the COSHH registers and to ensure PAT (Portable Appliance Testing) is undertaken in accordance with agreed timescales.
- To assess the risk of Legionella within Beyond Autism sites, ensure that the testing of Legionella is carried out and maintain accurate records of these assessments.

This is not an exhaustive list, and you may be requested to undertake other duties by school staff or the Head of Facilities as required by the sites. You are expected to work flexibly in the event of occasional out of hours.

Person specification

	Essential	Desirable
Experience and skills	• Previous experience in carrying out a wide range of building fabric repairs. • Previous experience in a building services customer facing role. • Ability to operate between all Beyond Autism sites as per Job description.	• Basic electrical and/or plumbing qualifications. • Basic IT repair skills.
Soft skills	• Keen relationship builder, willingness to accept new challenges, excellent customer facing skills, exhibit a positive approach to change. • Willingness to embrace challenges and be of an understanding nature when considering the working environment.	
Personality traits	• Reliable, patient, motivated, attentive to detail, committed timekeeper, positive, resourceful, organised and personable in nature.	

What we can offer you

You can find a very rewarding career with BeyondAutism. As well as being part of a team delivering life-changing services, we offer multiple and generous benefits to employees.



Pension scheme *

We offer a competitive pension scheme via salary exchange of 3, 4 or 5% and match your contribution.



Hybrid and flexible working

Charity staff have the option of hybrid and flexible working. To be agreed with HR and the department head.



Season ticket loan *

We can loan you the cost of your season ticket, repaid through monthly salary deductions for the period of the season ticket or less. Maximum period 12 months. Maximum loan £5000.



Bicycle loan *

We can loan you the cost of purchasing a bike for the purpose of cycling to work, repayable over a period of 12 months or less.



Continuing Professional Development (CPD)

Further education opportunities including Masters, RBTs, diplomas and certificates; and opportunities for membership for relevant professional bodies.



Professional Membership fees

Reimbursement of the cost of annual professional membership fee where continued membership registration is a requirement of your role.



Onsite counsellor

One counsellor working across our sites offering confidential 1:1 counselling sessions.



Perkbox

Access to an online perk scheme which gives you your pick of over 200 great discounts and freebies such as a free monthly hot drink from Cafe Nero, discounts on high street shopping and great price cinema tickets.



Employee Assistance Programme

Free access to a 24/7 confidential counselling support, including opportunity for face-to-face support.



Employee Referral Programme

Generous £400 thank you payment when you refer somebody into one of our open vacancies.



Eye care vouchers

Vouchers to cover the cost of an annual eye examination and single-vision spectacles, if needed.

Benefits marked with (*) are contractual benefits open to staff who have been in post for three months or more.

Job information

SALARY SCALE:	£36,071
HOURS:	37.5 hours weekly. Flexibility required dependant on base.
HOLIDAYS:	25 days plus bank holidays, increasing by one day each year after your second year, up to a maximum of 28 days after five years. Pro rata for part-time staff.
LINE MANAGER:	Head of Facilities
LOCATION(S):	Tram House School , 520 Garratt Lane, London, SW17 0NY Any BeyondAutism site as instructed on a weekly basis within the Wandsworth and South London areas.
PROBATIONARY PERIOD:	Six months
HOW TO APPLY:	Please send your CV and covering letter to recruitment@beyondautism.org.uk .

If you would like to know more or ask a question about this role, please email **recruitment@beyondautism.org.uk**.

BeyondAutism is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of ethnicity, religion, sex, sexual orientation, age, marital status, disability or gender identity.

BeyondAutism is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An enhanced disclosure will be conducted for the successful applicant.



Gatehouse by Spacemade,
1 Armoury Way, London,
SW18 1TH, United Kingdom

020 3031 9705

beyondautism.org.uk

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